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|  | Health & Safety  Manual handling risk assessment Form |

| Ra No.: | Date: | Version No.: | Review Date: | Authorised by: |
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| STEP 1 – ENTER INFORMATION ABOUT THE Manual Handling TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT |
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| Reason for this risk assessment  New task  New information  Change to existing work environment/task/object/tool  Report of musculoskeletal disorder (sprain/strain of muscle, joints, ligaments, tendons etc)  Cyclic review | | | | | | |
| Location name: | Building No.: | | **Room No.:** | Date: | Assessed by: | HSR/Employee representative: |
| Description of manual handling task (If necessary observe/analyse the task being performed by different staff at different times to capture variation in work flow) | | | | | | |
| Workplace conditions (Describe environment, layout and physical conditions - including access and egress) | | | | | | |
| List systems of work for the activity/task:  ● Training ● Inspections  ● SOPs ● Existing controls  ● Emergency situations | |  | | | | |
| Is there past experience with the activity/task that may assist in the assessment?  ● Existing controls ● SOPs ● Standards  ● Industry standards ● Incidents & near-hits ● Legislation & Codes  ● Training ● Incident Investigation ● Guidance material | |  | | | | |

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| Step 2: Select a Risk Rating Method |

Two Variable Risk Matrix

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| (1) Definition of likelihood label | | | |
| Level | Likelihood (Probability) | | |
| Descriptor | Description | Expected to occur |
| A | Almost certain | The MSD is expected to occur | More than once a year |
| B | Likely | The MSD will probably occur | Once a year |
| C | Possible | The MSD might occur once in your career | Once every 3 years |
| D | Unlikely | The MSD does occur somewhere from time to time | Once every 10 years |
| E | Rare | The MSD may occur in exceptional circumstances | Greater than 10 years |

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| (2) Definition of consequence label | |
| Severity level | Consequences |
| V Catastrophe | Total permanent incapacity – unable to return to work |
| IV Major | Partial permanent disability – return to work on permanent alternative duties |
| III Moderate | Persistent symptoms requiring treatment – requiring modification of duties/environment |
| II Insignificant | Intermittent or mild pain, not present outside work – requiring minor modification duties/environment |
| I Negligible | Minor discomfort or fatigue – little or no modification of duties/environment |

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| (3) Risk rating calculator | | | | | |
| Likelihood  label | Consequences label | | | | |
| I | II | III | IV | V |
| A | Medium | High | High | Very high | Very high |
| B | Medium | Medium | High | High | Very high |
| C | Low | Medium | High | High | High |
| D | Low | Low | Medium | Medium | High |
| E | Low | Low | Medium | Medium | High |

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| STEP 3 – Identify hazards and associated risk Scores and controls | |
| For each of the following prompts:   * **Review the prompts/examples** for each hazard that may potentially exist for the activity/task; * Determine and record a **raw risk score** by referencing the two variable risk matrix; * In the **comments** box, describe when and where the hazard is present; * Specify the risk **control type**, for each current or proposed risk control; * Provide a **control description** for each current or proposed risk control; * Where **proposed risk control(s)** have been identified complete a [**Health & Safety Action Plan**](file:///\\is-fs1b\propbuild\Environment%20Health%20and%20Safety\EHS%20MANUAL\EHSM%20Manager%20OHS%20Common%20Services\2015\Risk%20Assessments\safety.unimelb.edu.au\docs\health-and-safety-action-plan.docx); * Determine the **residual risk score** referencing the two variable risk matrix. | Manual handling hierarchy of control (Type) - in order of preference:  E Elimination  AW Alter the Workplace  AE Alter the Environmental conditions  ASW Alter Systems of Work  CO Change the Objects used in the task  A Administrative controls, e.g. information, training, instruction, SOP  For information devising appropriate controls, refer to: [Guide to Manual Handling Hierarchy of Control](http://safety.unimelb.edu.au/tools/risk/assessment/) |

| Category | Raw Risk score | Comments (when and where hazard is present) | Control type | Control description  (Current and Proposed) | Residual Risk Score |
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| Does the task involve REPETITIVE or SUSTAINED POSTURES, MOVEMENTS or FORCES?  Provide comment where the task requires any of the following actions to be done:   * + more than twice per minute (repetitive) **OR**   + more than 30 seconds at a time (sustained).: |  |  |  |  |  |
| Postures and Movements  ● Twisting, or bending the head forwards, backwards or sideways  ● Twisting, or bending the back forwards, backwards or sideways  ● Long forwards or sideways reaching away from the body (>30cm)  ● Reaching behind the body or across the body  ● Reaching above shoulder height  ● Working with one or both hands well above waist height, or one or both elbows well away from the side of the body  ● Working with the fingers wide apart or close together  ● Excessive bending of the wrist upwards, downwards or sideways  ● Twisting, turning, grabbing, flicking, pressing, clicking, kneading or wringing actions with the fingers, thumb, hands or arms  ● Squatting, kneeling, crawling, climbing, lying, semi-lying, jumping, dodging or running  ● Standing unbalanced e.g. on tip toes or with most of the body’s weight on one leg, including operating foot controls  **Forces**  ● Lifting or lowering  ● Carrying or exerting force with one hand or one side of the body  ● Pushing, pulling or dragging  ● Holding, supporting or restraining any object, person, animal or tool  ● Exerting force while in an awkward posture, eg.   * supporting items while arms or shoulders are in an awkward posture * moving items while legs are in an awkward or fixed posture   ● Exerting force with individual fingers or thumb  ● Gripping objects with the fingers pinched together or held wide apart |
| Does the task involve LONG DURATION?  Provide comment if the task is done for: |  |  |  |  |  |
| ● More than 2 hours over a whole shift  ● Continually for more than 30 minutes at a time |
| Does the task involve HIGH FORCE?  Provide comment if the task involves any of the following high force actions, even if force is applied only once |  |  |  |  |  |
| ● Lifting, lowering, carrying, pushing or pulling heavy loads  ● Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling  ● Applying sudden or unexpected forces (e.g. when handling a person or animal)  ● Holding, supporting or restraining a person, animal or heavy object  ● Throwing, catching, hitting, striking or kicking  ● Jumping or bouncing while holding/supporting a load  ● Using a finger-grip, open-handed grip or other inefficient hand position to handle a heavy or large load  ● Exerting high force while in an awkward posture  ● Needing to use two hands to operate a tool designed for one hand  ● Two or more people need to be assigned to handle a heavy or bulky load  **Provide comment if employees performing the task report any of the following**  ● Fatigue or physical difficulty associated with the task  ● Pain or significant discomfort during or after the task  ● They have physical capacity to do the task for short periods only  ● They think the task should be done by more than one person, or seek help to do the task  ● Stronger employees are assigned to do the task |
| Are ENVIRONMENTAL FACTORS increasing the risk?  Provide comment if any of the following environmental factors are present in the task  **Note** that if there is an environmental factor identified in this category there is a **heightened risk** associated with this task, and risk controls should be a high priority. |  |  |  |  |  |
| ● Vibration (hand-arm or whole-body)  ● High temperatures or radiant heat  ● Poor visibility  ● High humidity  ● Low temperatures  ● High winds  ● Wearing protective or thick clothing, affecting comfort or handling  ● Handling very cold or frozen objects  ● Working in confined spaces  ● Floor/ground is slippery, wet or not level |
| Are WORK ORGANISATION FACTORS increasing the risk?  Note that if there is work organisaotion factor identified in this category is a heightened risk associated with this task, and risk controls should be a high priority. |  |  |  |  |  |
| ● Peaks or sudden/periodic variations in workload  ● Need for speed, accuracy or both  ● Long work hours (e.g. overtime, 12 hour shifts) or work force shortages |

| STEP 4 – ImpleMEntation and consultation process | | | | |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [**Health & Safety Action Plan**](file:///\\is-fs1b\propbuild\Environment%20Health%20and%20Safety\EHS%20MANUAL\EHSM%20Manager%20OHS%20Common%20Services\2015\Risk%20Assessments\safety.unimelb.edu.au\docs\health-and-safety-action-plan.docx) has been completed, reviewed and signed off where proposed controls have been identified.  Obtain the authorisation of the management representative.  Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted.  **Record below the names of the persons consulted.** | | | | |
| Research Group Leader |  | | HSR/Employee representative |  |
| Employee(s) |  | | Employee(s) |  |
| Employee(s) |  | | Employee(s) |  |
| Person Responsible for implementation or escalation | |  | | |

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| Extra writing room - use this page to enter extended comments or descriptions |
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For use in conjunction with the [*Manual handling and ergonomics risk management procedure*](https://safety.unimelb.edu.au/docs/manual-handling-and-ergonomics-procedure.doc)*.*

For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](http://safety.unimelb.edu.au/about/contacts/local.html).